

Exhibit 4.H.2. COMMAND CHECKLIST FOR OVERSEAS SCREENING

Instructions for Checklist: This checklist is to be placed in the member's personnel record as a page seven (page 6 of this checklist). **A COPY OF THE COMPLETED CHECKLIST IS TO BE SENT TO THE RECEIVING COMMAND.**

This checklist consists of two parts. Part one is filled out by the member and spouse (if applicable). Part two is filled out by the departing and receiving unit. Part one should be given to the member upon receipt of orders. Ten days after receipt of orders, the member and spouse must fill out applicable sections and then meet with the command designated representative to discuss overseas assignment issues.

PART ONE – MEMBER AND SPOUSE (if applicable). This checklist must be filled out by both the member and spouse (if applicable).

Assignments overseas can be a rewarding opportunity for the whole family. However, they can impose special hardships in language, culture and availability of some services taken for granted in the United States. OCONUS assignments typically result in limited community services and high costs to the members. Because of the expense to the government and the member's and family's significant effort and commitment in preparing for an overseas assignment, careful screening is required to identify possible problems before a member is transferred overseas.

You and your spouse (if applicable) are required to fill out the below questionnaire. Failure to provide truthful responses may result in disciplinary action for the member under the UCMJ and may also prevent the family from accompanying the member to the new overseas assignment.

	Member	Spouse (if applicable)
Name (First, MI, Last)		
Rank		
Unit		
Work Phone Number		
Home Phone Number		

CHILDREN

AGE	GENDER	AGE	GENDER

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Please place your initials (member and spouse (if applicable)) in the appropriate box (YES or NO) when responding to the below questions. If a question is not applicable then enter N/A under the NO block. Provide amplifying information in the remarks section for questions answered YES.

		YES	NO
1.	Are you a single parent or married to another service member? Have dependent care requirements been met in accordance with Article 4.A.6, Personnel Manual, COMDTINST M1000.6 (series)?		
2.	Have you ever had an Early Return of Dependents from a previous overseas assignment or a Humanitarian Assignment? If yes, have the reasons for the early return or humanitarian assignment been resolved? Explain in remarks section.		
3.	Do you, your spouse, or any dependent(s) have knowledge of any on-going medical, dental, psychological, physical, or educational problem(s) or treatment the medical examination or screening did not address? If YES, you and your spouse/dependent(s) must return to the medical screening authority to include these problems in the screening.		
4.	Are you aware of the climate and isolation constraints (darkness, cold, etc.) at the proposed duty station?		
5.	a. Are you aware of the housing availability and constraints on pets, vehicles, household goods? b. Have you been counseled on overseas pay, allowances and travel and household goods entitlements?		
6.	Have you, your spouse or any dependent(s) previously been reassigned before normal tour completion due to individual unsuitability? If YES, does the reason for previous reassignment still exist? (Explain in "Remarks" section.)		
7.	a. Have you completed the Financial Assessment Check-list (Exhibit 4.H.2.a., Personnel Manual) to determine the financial impact of an overseas assignment? b. Based on your assessment, do you consider yourself financially stable to transfer overseas? c. Are you currently enrolled in the Government Travel Charge Card Program? Note: If no, all members (E-2) and above) with dependents must possess a Government Travel Charge Card prior to reporting OCONUS in order to offset delay in reimbursement of initial Temporary Lodging Allowance Expense entitlements.		
8.	Do you or your spouse have serious problems of indebtedness, credit loss or other financial problems which have not been resolved with the creditor(s) or interested parties?		
9.	Have you, your spouse, or dependent(s) been convicted for any civilian felonies or misdemeanors within the last 24 months (include pre-service time); e.g., crimes of violence, larceny, driving under the influence of alcohol, and/or assault?		

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		YES	NO
10.	Do you, your spouse, or dependent(s) have a record of any involvement with illegal drugs, record of unresolved alcohol abuse or chemical dependency within the past 24 months?		
11.	Have you, your spouse, and/or dependent(s) been treated for alcohol abuse and/or chemical dependency within the last six months? (Include pre-service time.)		
12.	Do you have a spouse or dependent(s) with long-term special medical, dental, psychological, or physical needs and/or is enrolled in special education?		
13.	Do you or a family member have specialty or recurring medical needs, prescriptions, etc., that may not be readily available overseas? If yes, explain.		
14.	Have you, your spouse, or dependent(s) had any family violence incident(s) within or outside of family in past two years?		
15.	Was your spouse previously a member of the armed forces? If so, what was the character of separation? (Explain in "Remarks" section if other than honorable.)		
16.	Do you or your spouse have legal custody of other dependents (parents, siblings) and are they residing in the home with or without special needs?		
17.	Are any of the member's dependents covered in a custody agreement? If "NO," go to question 18.		
	a. Does the agreement prevent removal of dependents from CONUS without prior court approval or agreement between the interested parties? If NO," go to question 18.		
	b. Have you obtained prior court approval or requisite agreement from other interested party to remove dependents from CONUS if required by state law?		
18.	Do school aged children have any special educational needs?		
19.	Have you contacted your new overseas command to discuss items such as housing, schools, job opportunities for your spouse, etc.?		
20.	Have you listed any additional questions or concerns that you may have in the remarks block?		
21.	Do you and your spouse possess a valid state driver's license?		

Remarks:

PART TWO- UNIT REVIEW

Schedule a meeting with the member and spouse to discuss the overseas screening process. Prior to meeting with the member and spouse research the below: (1) complete a local record's check to determine if any disqualifying factors are contained in the member's record and (2) (if applicable), research the following:

		YES	NO
1.	Complete a local record's check. a. Is there evidence of any family problems (i.e., early return of dependents, HUMS, etc.) that have not been resolved? b. Is there any evidence of financial irresponsibility? c. Is member currently enrolled in the Government Travel Charge Card Program? Note: If no, all members (E-2 and above) with dependents must possess a Government Travel Charge Card prior to reporting OCONUS in order to offset delay in reimbursement of initial Temporary Lodging Allowance entitlements. d. Is there any evidence of or has the member been treated for alcohol abuse or chemical dependency? e. Is there evidence of unsatisfactory or marginal performance? Does the member have less than a 4.0 overall evaluation average?		
2.	(Single sponsors of dependents or military couples with dependents). Have dependent care requirements been met in accordance with Article 4.A.6., Personnel Manual, COMDTINST M1000.6 (series)? NOTE: While the unique situation of a single sponsor with dependents is not in itself disqualifying, point out this fact when submitting message certification of screening per Personnel Manual, COMDINST M1000.6 (series).		
3.	Does the member have a record of military offenses within the last 24 months which would preclude overseas assignment; e.g., two or more NJPs, several minor unexcused absences, a lengthy unauthorized absence? (One-time major offenses in the current enlistment are considered disqualifying as well.)		
4.	Are all eligible dependents enrolled in DEERS?		
5.	If member is being assigned a <u>consecutive overseas tour</u> does he or she have less than a 4.0 overall evaluation average during current overseas tour?		
6.	Does the member have a spouse or dependent(s) with long-term special medical, dental, psychological, or physical needs and/or is enrolled in special education? If "YES" the member must be screened by the Coast Guard's Special Needs Program. Ensure that a Coast Guard Special Needs Enrollment Form is submitted with relevant documentation. NOTE: Command must contact the Regional Area Family Program Administrator (FPA) to determine status of member's enrollment for questions 5, 6 and 7.		
7.	Has the member, spouse, or dependent(s) had any family violence incident(s) within or outside of family in past two years?		

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		YES	NO
8.	Is the member enrolled in the Special Needs Program or is there an active Family Advocacy Program Case?		
9.	a. Has the active duty member completed the Overseas Screening process as per Medical Manual, COMDTINST M6000.1 (series)?		
	b. <u>Active duty members with dependents.</u> Have the family members completed Exhibit 4.H.2.a., Overseas Screening for Active Duty Dependents?		
	c. Has departing/receiving unit reviewed Exhibit 4.H.2.a., Overseas Screening for Active Duty Dependents?		
	d. Are active duty member's dependents enrolled in Tricare/Tricare Dental Program (TDP)?		
10.	Does the member meet the family guidelines as outlined in Article 4.H.6.b? If not, has a waiver been granted by the overseas receiving command?		
11.	Is the member in compliance with current weight standards?		
12.	For enlisted personnel assigned to duties involving flying: Upon reporting overseas, will the member's qualification in the 9D5 Dunker have less than 36 months remaining?		
13.	<p>If the member is single, does he/she plan to get married in route to the overseas assignment? If yes, inform the member that:</p> <p>a. His/her spouse must be screened for overseas assignment.</p> <p>b. His/her overseas tour length may be increased to the "with dependents" tour length.</p> <p>c. Entitlement to any overseas travel allowances is based on the effective date of the orders (Note: As calculated using Appendix A, Joint Federal Travel Regulations).</p>		

Review Part 1 with member and spouse present. Interviewer will comment below to explain any "YES" boxes.

Ensure the member, spouse and command sign the **COMMAND CHECKLIST FOR OVERSEAS SCREENING CERTIFICATION**.

REMARKS: